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**MEMO**

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**DATE:**      **ORIG:** 6/30/06  
**TO:**        ALL STATE AGENCIES  
**FROM:**     TRACIE PERREAULT  
**RE:**        BACKUP FOR DOCUMENTS TO BE SCANNED

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To all departments sending FORTIS batches:

A reminder when attaching back up to a document:

Please cut & tape or copy any advertisements from newspapers on to an 8.5x11" size paper. DO NOT send the newspaper page folded up. Any further newspapers found as such will be returned to the agency to correct for scanning & will delay the process for retrieval for the agency.

Also please do not send any other items to FORTIS (scanning/records) folded. Use a large 10x12 envelope to mail all documents. Please refer to MEMO I on our website for guidelines for scanning documents.

Please send multi-listings (documents with more than one ID number per a page) to OSC with out a barcode sheet or a T-patch.

Please continue sending OVER documents as normal.

Labels are provided on our website to send all types of documents. Just added to our web site is the label for: "Multi Listings"

If you have any questions please contact me preferably via email at: [tracie.perreault@maine.gov](mailto:tracie.perreault@maine.gov) or by phone: 626-8918. Thank you.

Printable address labels for mailing documents are on line:  
<http://www.maine.gov/osc/accounting/preaudit.htm>